

16 January 1964

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations for 1963

1. Cables Processed

a. A comparison of the Cable Secretariat workload for calendar year 1962/63 shows the following:

	<u>1962</u>	<u>1963</u>	<u>Numerical Diff.</u>	<u>% Diff.</u>
No. CIA IN cables	198,875	229,965	31,090	+ 15
No. CIA OUT cables	75,897	84,006	8,109	+ 11
No. TD's	15,913	20,279	4,366	+ 27
No. Misc Items*	11,147	37,341	26,194	+ 335
No. Non-CIA cables	<u>155,584</u>	<u>175,733</u>	<u>20,149</u>	<u>+ 13</u>
Total Work Units	457,416	547,324	+ 89,908	+ 20%

*The Cable Secretariat changed the logging system a little over a year ago. In order to maintain a limited number of logs more items had to be recorded on the miscellaneous log. All cables that do not have an original IN or DIR number have to be controlled by a miscellaneous control number. Some of these items are added dissemination on CIA and non-CIA messages, action changes, UTF messages, services messages, area TD's and DB's, corrections, etc. Prior to our present system some of the above items were included on the incoming cable log.

b. The average number of work units completed each month in 1963 was 45,610, compared to 38,118 for 1962.

c. The Cable Secretariat furnished 18,094 CIA and non-CIA cables to the Director. This represents 4% of all cables processed.

2. Personnel

a. At the close of 1963 the Cable Secretariat had an on-duty strength of [REDACTED] persons, two short of our ceiling of [REDACTED]

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b. During the year we lost 22 persons - one Message Center Chief retired, two cable analysts retired, two resigned, six clerk typists resigned, two transferred to FI/D, eight clerks transferred to other components of the Agency, four of them to accept overseas assignments, and one Sec-Steno resigned (maternity). Offsetting our losses, we gained 25 persons, all except one in the clerical category.

3. Training Program

a. Agency training facilities appropriate for our personnel accounted for 11 Cable Secretariat personnel having attended one or more training courses during the year. In addition six persons selected from the lower ranks successfully completed our Cable Analyst Training Course and have been reassigned to our analyst staff. Our courses are designed to qualify capable individuals for positions of higher responsibility in the Cable Secretariat. Normal on-the-job training given to new personnel is not included in the above figures.

b. [REDACTED] attended the Agency Mid-Career Course.

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4. General

a. In February 1963 the Signal Center, Office of Communications, started to use NCR teletype paper. NCR copies of teletype messages enables us to make better mats and in turn to produce better copies of cables.

b. During June copy requirements for telegrams distributed to CIA by DC/T were reduced from 17 to 4 and we began reproducing and showing the complete dissemination made on State cables.

c. Full utilization (with the exception of top secret cables) of the pneumatic tube for the delivery of cables was accomplished during the year.

d. As of 1 July 1963 the Records Management Staff study concerning the Signal Center Archives was approved and Cable Archives is now under the Cable Secretariat. The name has been changed to CIA Cable Reference File.

e. Outgoing Form 12 has been revised to use NCR paper and to omit the reproducible master. We have experienced difficulty for years in obtaining the proper reproducible carbon master set. By switching to an NCR form, we have eliminated this problem. We hope cable writers will find the form easier to use as well.

f. The Inspector General's Staff has completed a study and inspection of the Cable Secretariat. Generally speaking, the report was quite favorable while pointing out a few areas needing attention.

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g. [REDACTED] visited the Cable Secretariat in September and it is my understanding that as a result of this visit we may get some type of vinyl plastic wall covering in certain areas and possibly some additional sound-proofing equipment or covering

h. During 1964 we plan to study carefully a number of ideas and to adopt those which prove feasible and economical. Among the ideas to be studied are:

- ✓(1) Receive incoming CIA cables as reproducible mats so as to avoid most of the typing of text or mat making using the Xerox 914 Copier.
- (2) Use a computer with Signal Center to expedite master making and logging.
- ✓(3) Change the filing systems for non-CIA cables from station to numerical file.
- ✓(4) Make masters two at a time on the master making equipment and thus cut in half the sum charge for equipment.
- (5) Use a computer for filing and referring to crypts and pseudonyms.
- (6) Use printing equipment capable of printing two-up and in tandem.

5. Cable Secretariat Career Service

The Cable Secretariat Career Panel met 11 times during 1963 for the transaction of personnel career business. A statistical summary of panel operations follows:

Promotions recommended - [REDACTED]	25X1A
Promotions denied - [REDACTED]	25X1A
Transfers and resignations reviewed - [REDACTED]	25X1A
Fitness reports reviewed - [REDACTED]	25X1A
Career considerations other than promotions - [REDACTED]	25X1A

6. Blood Bank Donations

Cable Secretariat personnel have donated over 32 gallons of blood over the years. We now have 33 names on our donor's roster, seven of whom have donated one or more gallons.

7. UGF

Once again Cable Secretariat participated 100% in the 1963 United Giver's Fund.

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[REDACTED]
Cable Secretary